

Guide for Landlords

– Market the property:
We take great care in how we market all of our properties, using professional standard photography, detailed floor plans and location plans and accurate informative descriptions including floor areas and land areas.

We advertise on the most important websites for prospective local, national and international tenants including Rightmove, Zoopla and Prime Location.

Unless you would prefer to do it all viewings are accompanied by a senior member of staff. You can often tell more about the suitability of a tenant when you meet them than you can from a paper reference.

– Find a tenant who wants it and assess their suitability:
As well as meeting them we check them out in great detail including a credit check, bank check, previous landlord check, employer check and various other measures. We make sure they have a good track record and that their earnings are enough to cover the rent.

– Move them in:
We prepare the Tenancy Agreement and use a professional inventory clerk to produce a detailed inventory. We deal with any queries the tenant might have on how things work and make sure they settle in comfortably.

– Pay you:
We take the tenant's deposit (usually one-and-a-half month's rent) and put it in a government approved holding scheme, take our agreed fee and send you the rest of the money electronically as quickly as we practically can. We never hold on to your money unnecessarily.

– Either give you the tenant's full details so you can manage the let or manage it ourselves:
What we do from here is up to you. Some people are happy looking after the whole let themselves, some want us to just collect the rent, others want us to deal with all maintenance to the property, often with a limit on what we can spend without talking to them first. What we charge depends on how much you want us to do so it's best to talk this through when we come to value the property. The person who manages the ongoing let of the property will be the same person who handled the let so you get continuity in who you are dealing with.

– Move the tenant out.
Once the tenant is ready to leave or you want them to we handles the moving out process to make sure the property comes back to you in the best possible condition.

Some things you need to be aware of:
You have certain responsibilities as a landlord, we can talk you through these in detail but as an outline: Make sure the property is legal and fit for let.
There are some very specific requirements, such as having any gas appliance checked and certified yearly, but some things are less obvious, such as the requirement to make sure the electrics are safe. If it's furnished the furnishings will need to comply with fire regs, if there is a solid fuel stove you'll need carbon monoxide detector, lots of little things like that. As members of various trade associations we keep up-to-date with all of these requirements and will advise you accordingly.

Talk to the tax man.
If you're leaving the country you'll need to be registered with the tax man as a Non-Resident Landlord, even if you're not you'll need to tell him because the rent will usually be taxed as income to one degree or another. We know a bit about this but aren't qualified tax advisors so it's often a good idea to appoint someone who is to make sure you're fulfilling your obligations and getting best value.

We think how we do lettings gives landlords the best possible service and the best possible rental price.

The process in a nutshell: The valuation

We'll come to the property, talk to you about the rent we'd expect to achieve, the type of tenants you're looking for and what you want from an agent. We'll explain all of your legal obligations, give you advice on presentation and marketing, on whether to go furnished or unfurnished, on how to make sure it all goes right, but also on what might go wrong. Basically everything you need to know, warts and all.

Our fees

On the valuation we'll also chat to you about what we charge. We try to be very competitive, unlike some agents we're not determined to eek every penny from you. We don't take a fee from contractors we use for normal maintenance like lots of agents do. We think we offer very good value for what we charge.

Your share of the inventory and check-out cost (including VAT) is:

Unfurnished		Furnished	
Studio	£110	Studio	£125
1 bed	£125	1 bed	£140
2 bed	£140	2 bed	£165
3 bed	£155	3 bed	£180
4 bed	£175	4 bed	£200
5 bed	£195	5 bed	£220
6 bed+	Ask	6 bed+	Ask

The type of fee you can expect to pay, including VAT, is:

Tenant find only 60% of one month's rent

This includes marketing the property, finding a tenant, checking their suitability, preparing the Tenancy Agreement and moving them into the house. We then pass everything over to you to deal with.

Fully managed service 12% of the rent received

This covers all of the above plus collecting the rent and dealing with the management of the let, such as organising any repairs. We can also offer a reduced service level, at a reduced cost, if you want to arrange any repairs yourself.

There are some other fees that you might encounter as things go along. We'll always talk to you about them before we do anything and they will always be reasonable. Some examples would be:

Shopping fee £40

Where you ask us to buy something for the property that falls outside our usual management scope.

New agreement fee £60

To prepare and get signed a new agreement as a renewal or because of a change to the details.